



Policy No. 414

Reimbursement for Non-Council Members

Adopted: July 16, 1999

The Council desires to have representation on its established subgroups from people with developmental disabilities themselves, family members, advocates, providers and other interested parties.

This policy applies to non-Council members serving on ad hoc committees established by the Council and task forces and other such entities established by the Executive Director.

When participating in duly appointed activities, non-Council members will be reimbursed for travel, per diem, and other approved out-of-pocket expenses according to state rules and regulations.

A non-Council member must be duly appointed to participate in an activity before reimbursement can occur.

The Council will reimburse, at the authorized state rates, upon receipt of signed travel forms (including social security number) and necessary documentation.

All out of pocket expenses must have prior approval by the Executive Director.

The Council will not reimburse representatives of governmental agencies who would otherwise be eligible for travel expenses and per diem from their agency.